

## **VACANCY ANNOUNCEMENT**

### ***Program Analyst / Environmental Policy Specialist***

**Background.** The Damage Assessment Center (DAC) of the National Oceanic and Atmospheric Administration (NOAA) has an open position for a program analyst or environmental policy specialist with experience in legislative activities, development of government policies for natural resource conservation and restoration, or program budget planning. Appointment to this temporary position will be made for a period of one year and may be renewed for up to two additional years. The salary range is from \$35,000-\$51,000 per annum depending upon qualifications.

DAC responds to environmental threats, including oil and chemical spills, hazardous waste sites, and vessel groundings, and promotes the restoration of injured resources through natural resource damage assessments.

**Position Description.** This position will assist senior staff at DAC Headquarters in Silver Spring Maryland, and will be expected to represent DAC on intra- and inter-agency workgroups. The participant's specific responsibilities will include support for:

- **Legislative Activities:** A number of legislative proposals either affect the DAC programs or provide opportunities for collaborative efforts to strengthen the DAC mission. The participant would identify and track legislation of interest to DAC, and assist in coordinating the development of positions, comments, and draft testimony on the proposed legislation.
- **Program Planning & Development:** The participant would help in developing and coordinating budget and program initiatives for the Damage Assessment Center and participate in the NOAA strategic planning process.

**Requirements.** Must be a citizen of the United States and be enrolled in or have completed (within the past three years) an undergraduate or graduate program at an accredited university. Minimum qualifications include a Bachelors or Masters degree in public policy, political science, environmental studies, or an equivalent field. Additional desirable qualifications include strong written and oral communication skills.

**Applications are due by October 30, 2001.** Please enclose a *Curriculum Vitae*, graduate and undergraduate college transcripts and a brief writing sample. Applications should be mailed to: Donna Lawson, Program Execution and Performance Group, NOAA Damage Assessment Center (N/ORR3), 1305 East West Highway, Rm. 10218, Silver Spring, MD, 20910-3281.

NOAA is an equal opportunity employer.

For further information about this position, please contact Donna Lawson at the above address, by telephone at (301) 713-3038 ext. 198, or by e-mail at [Donna.Lawson@noaa.gov](mailto:Donna.Lawson@noaa.gov). Additional information about the NOAA Damage Assessment Center is available on our web site at [www.darp.noaa.gov](http://www.darp.noaa.gov).